



DEPARTMENT OF THE ARMY  
221st BASE SUPPORT BATTALION  
UNIT 29623  
APO AE 09096

REPLY TO  
ATTENTION OF

AETV-WSB-CO

01 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-33 (Community Volunteer Parking)

1. Reference: USAREUR Volunteer Program, AR 608-1.
2. Purpose: To establish and implement guidelines for use of community volunteer parking spaces.
3. Applicability: This policy applies to all military and civilian personnel assigned, attached to, or living within the 221st BSB.
4. General: The Army Volunteer Corps (AVC) Program is designed to implement programs to enhance the quality of life of its soldiers and family members. To express thanks to volunteers for donating their time to the community, volunteer parking spaces have been installed at various 221st BSB locations. This policy applies to all community volunteer parking spaces, excluding the Thrift Shop parking lot.
5. Procedures:
  - a. Volunteer organizations will be assigned specific months when their volunteers may park in the designated parking spaces. Volunteers who have contributed 50+ hours over the past year will be eligible to use the parking spaces.
  - b. Volunteer organizations will issue parking cards to their volunteers. Cards will state the volunteer's name, volunteer organization, and the month(s)/year that individual may use designated parking spaces. Volunteers should display this card on the dashboard of the driver's side of their automobiles when using the volunteer parking spaces.
  - c. Any Volunteer of the Month, Volunteer of the Quarter, or Volunteer of the Year may park in the designated parking spaces during their tenure, specified on their parking card.
6. Responsibilities:
  - a. The AVC Coordinator (AVCC) is responsible for ensuring all organizations receive parking cards prior to their designated month to park in the volunteer parking spaces.

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b. Volunteer Coordinators for each volunteer organization must request specific numbers of parking cards needed for their organization two months prior to designated month to use volunteer parking spaces.

7. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the 221st BSB Adjutant within two weeks of the anniversary date. Policies requiring revision will be submitted within 30 days of the anniversary date for the 221st BSB Commander's approval/signature.

8. Point of contact for this memorandum is Rushaunda A. Farmer, AVCP, DSN 337-5034/5754, or Civilian 0611-7055034/5754.

9. "Excellence Always!"

  
CHRISTOPHER C. FRANKS  
LTC, CM  
Commanding

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